

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Utility Maintenance Mechanic III****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs electrical and mechanical repairs on equipment, including installation, diagnosis, repairs, and preventive maintenance. Troubleshoots and makes repairs on electrical and mechanical equipment, including high voltage equipment.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Troubleshoots and repairs electrical, electronic, and mechanical equipment by testing it with various meters, determining correct replacement parts, replacing electrical components, ordering parts and adding frequently used parts to inventory.
2	M	Performs preventive maintenance and tests electrical equipment by following maintenance programs and assisting with the development and implementation of preventative maintenance programs for electrical motors and switchgear.
3	M	Performs new installations of electrical equipment machinery by installing new machines and water treatment equipment and connecting to plant electrical and control systems.
4	M	Overhauls water treatment equipment by disassembling, repairing, reassembling equipment, and checking equipment for proper operation.
5	S	Manages a database on spare parts and diagnostic logs by collecting data, preparing reports, and entering data into the correct computer program.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Two years experience of heavy industrial electrical installation and maintenance on high voltage equipment.
Certifications and Other Requirements	Valid Driver's License, Journeyman Electrical License
Reading	Work requires the ability to read manuals, diagrams, blueprints, electrical codes, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as algebra and geometry.
Writing	Work requires the ability to write reports, timesheets, and general correspondence.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Making repairs, installs
Sitting	O	Paperwork, computer, driving
Walking	F	Around plant, installs
Lifting	O	Parts, tools
Carrying	O	Parts, tools
Pushing/Pulling	O	Equipment, tools, doors
Reaching	O	Repair or installing equipment, tools
Handling	O	Equipment, tools
Fine Dexterity	F	Connecting wires, using hand tools
Kneeling	O	Examining and repairing equipment
Crouching	O	Examining and repairing equipment
Crawling	R	Examining and repairing equipment
Bending	O	Repairing or examining equipment
Twisting	R	Repairing or examining equipment
Climbing	O	Ladders, stairs
Balancing	R	On ladders, stairs
Vision	C	Repairs, installs, reading, computer monitor, driving
Hearing	C	Communicating with personnel and general public
Talking	F	Communicating with personnel and general public
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: October 2001 , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Voltmeter, amp meter, multimeter, radios, infrared camera, vibration analysis equipment, gas techs, computer, standard Microsoft Windows and Office software, Hansen, SCADA, CSI vibration analysis software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	M	Office Environment	--
Chemical Hazards	M	Extreme Temperatures	M	Warehouse	--
Electrical Hazards	D	Noise and Vibration	W	Shop	X
Fire Hazards	N	Fumes and Odors	S	Vehicle	--
Explosives	N	Wetness/Humidity	S	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	S	Other (see 2 below)	X
Physical Danger or Abuse	N				
Other (see 1 below)	N				

(1)

(2) Water Treatment Plant

PROTECTIVE EQUIPMENT REQUIRED:

Steel toe shoes, hard hat, gloves, eye protection

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	R
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)